Queen Anne’s County Public Schools

Board of Education

District Technology Training Plan

University of Maryland, University College

EDTC 640

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**Introduction**

Queen Anne’s County Public Schools (QACPS) is one of Maryland’s Eastern Shore’s larger counties, educating approximately 7,781 students yearly (MSDE, 2011). The County is mostly rural farm lands, with the exception of the Centreville and Kent Island areas. Students come from homes with varied technology. Internet access is not available, except through dialup, in many residential areas in the county. QACPS maintains constant vigilance over its pursuit of technology and its integration into classroom content. The District strives to divide technology funding equally among its fifteen schools (eight elementary, 4 middle, 2 high, and one alternative), however, few elementary schools currently possess technologies present at others. All schools currently have at least one computer lab (high schools have two labs) with approximately 25 desktop computers (Dell). The three southern elementary schools have classroom equipped with digital projectors, document cameras, and few Smart Boards. Three quarters of the high school classrooms are equipped with similar technologies. The newest middle school has a Smart Board, document camera, auditory amplification system, and an LCD projector in every classroom. The Special Education Department throughout the County has “classroom packs” of IPads for use with their population. Schools have one digital camera for documentation. All classrooms throughout the County have television and cable. Each classroom has internet access, and the IT department is currently upgrading each school to wireless access.

More technology is being distributed throughout the QACPS equalizing the educational opportunities throughout the county. Smart Boards, document cameras, student response systems, IPads, and digital projectors are gradually making their way into more classrooms. The QACPS Board of Education also has bundles of technologies available to teachers on loan; these include Flip Video Cameras, Digital Cameras, and IPads. These items must be scheduled for use in advance. As the County expands the technological opportunities for teachers, more professional development is needed for its effective use. This District Technology Training Plan addresses professional development concerns for users with a variety of skills and equipment in their classrooms. Areas are addressed in this plan include: effective use of the Smart Board using Smart Notebook, using freeware to create classroom websites, basic skill building using Microsoft Office Suite, and using educational search engines for research and lesson planning.

**Needs Assessment**

A survey was given to all certified teachers within Queen Anne’s County Public Schools. 83% of surveys were completed and submitted, giving input to the types of training needed within the County. The survey (Appendix A) was centered on current use of technology, weaknesses with using technology, and the types of technology teachers would want in their classrooms if possible. Teachers are using new technologies in classrooms, with little training. The newest item being installed in the majority of K-12 classrooms is the Smart Board. Training in the technical use of the Smart Board along with instructional applications (Smart Notebook) would be a necessary training.

When speaking to Dave Brown, Instructional Technology Specialist for QACPS (personal communication, June 5, 2012), he stated the County is in need for intensive keyboarding skill/typography training. The Maryland State Assessments will be completely computerized in 3 years, forcing all test takers to be able to complete the BCRs (writing portion) using the keyboard. Currently, the students are severely deficient in this area, and need training to improve to do well on these timed exams.

<http://www.surveymonkey.com/s/8PS5PWP>

<http://www.surveymonkey.com/s/8PS5PWP>

**Training Wish list**

(In order of popular demand)

1. iPad
2. Smart Board
3. Web Page Creation
4. Digital Camera Use
5. Smart Notebook Use

*Teachers indicated the most frequently used instructional technology used includes document cameras, projector, iPad, and digital cameras.*

<http://www.surveymonkey.com/s/8PS5PWP>

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The training needed must engage teachers and motivate the use of new technologies so that the students may develop effective 21st century skills. The trainings offered will enable teachers to incorporate more learning styles into their instruction methods, therefor reaching more students. By providing efficient and useful technology, teachers will be prepared to motivate our future leaders.

**Audience**

Queen Anne’s County Public Schools employs a total of 700 teachers and 55 principals and administrators (MSDE, 2011). The population of employees differs in experience, age, educational levels, and experience in technology. According to the 2012 Maryland Report Card (2012), Queen Anne’s County has an overwhelming majority of teachers with their Advanced Professional Certification.

<http://mdreportcard.org/Demogaphics.aspx?K=17AAAA>

Queen Anne’s County Public Schools has limited diversity in its teaching staff. However, our Hispanic student population is rising dramatically in the past few years. Below is a breakdown of QACPS teachers by race and gender. The District Training Plan will be adaptable to any race and gender, as well as certification level. Workshops are broken down by experience levels and a variety of differentiating activities will be provided.

*Other includes Asian, Hispanic, American Indian or Alaska Native, and Native Hawaiian, Pacific Islander, or Two or more races.* <http://www.marylandpublicschools.org/NR/rdonlyres/0C24833A-9CBE-4C09-9010-B7BD88F4B1E0/31190/Fact_Book_2010_2011_.pdf>

**Goals and Objectives**

As a result of attending and participating in this District Training, teachers will be able to:

Goal 1: Create classroom webpage using approved freeware sites on the internet. The sites will be created, maintained, and updated by the teacher.

Goal 2: Use Microsoft Office Suite effectively and incorporate its features into lesson planning.

Goal 3: Set up and use the Smart Board technology as well as Smart Notebook for integration into classroom use and lesson planning.

Goal 4: Create a database of online educational resources for student and teacher research and demonstration.

Goal 5: Incorporate multimedia technology and social media into lesson planning to enhance student engagement and learning.

Goal 6: Identify and practice techniques to improve student typography skills.

**Instructional Strategies**

Queen Anne’s County strives to reach multiple learning styles in all professional developments. Workshops are intended to be hands-on accompanied by guidance through skill building. Teachers will be provided hard copies of worksheet materials and PowerPoints. Teachers are encouraged to bring a USB Drive to take any created documentation with them back to their home school. Workshops may include group work as well as individual practice time. Brainstorming activities will be done in a whole group as well as small group environment. Multimedia presentations are to be expected as well.

**Courses Available**

All courses will be held at the County’s largest schools, Queen Anne’s County High School. This school offers wireless internet, two computer labs, more than half of the classrooms are equipped with Smart Boards, others with document cameras. Teachers will be permitted to use the District’s internet access on personal laptops for the Website Building seminar, if desired. Space for lunch will be provided in the cafeteria, however, due to budget issues, meals will not be provided.

Courses are designed with afternoon and morning sessions to add on more complex ideas. However, some courses do not require both sessions in order to accommodate teacher needs. The Search and Research course is offered in 3 groupings so that teachers may collaborate with colleagues at their teaching level.

**Queen Anne’s County District Technology Training Week Registration Form**

**Queen Anne’s County District Technology Training Week: Course Registration**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Circle one: Teacher Administrator Assistant Tutor Other

Employee #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete the chart below to create your schedule for the training week. Please indicate first and second choices.

Monday Tuesday Wednesday Thursday Friday

AM: #1 \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

#2\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

PM: #1 \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

#2\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return form to your school’s Teacher Specialist as soon as possible to ensure you are enrolled in your first selected session. Please bring a notebook with you. If possible, bring a USB drive to save your creations.

**Queen Anne’s County**

**District Technology Training Plan**

**Course Descriptions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Title | Description | Level | Day | Time | Location |
| Classroom Website Design | Teachers in this workshop will learn new ways to create classroom webpages that use freeware online (Wix and Yola), approved by our QACPS. Teachers will build the beginning phases of their website, while being guided into the Yola and Wix toolboxes, customizing their websites to their own preferences. By the end of this course, teachers will have accounts established within these freeware sites, created a preliminary website, and be comfortable with its tools. | Beginner | M-F | 8:30-11:00am (Lunch 11:00-12:00)  12:00-3:00pm | Computer Lab A |
| Advanced Website Design | This class is intended for individuals who completed the initial Classroom Website Design workshop or for those experienced in creating websites. During this course, teachers will add onto their existing websites (if in previous workshop) using a variety of widgets, photographs, and multimedia options. | Completed Website Course 1 or Previous Experience with Websites | T | 8:30-11:00am | Computer Lab A |
| Modern Class | This course will provide an overview of multimedia and social media tools for use in the classroom (all approved by QACPS). The course will highlight the potential for internal social networking and blogging. Demonstrations for using Audacity will be provided. Teachers will practice using the multimedia and social media tools during the class. | All Levels | T or W (select 1 session) | 12:00-3:00pm | Computer Lab B |
| Smart Board Basics | This course is intended for individuals new to Smart Board technology or those who are in need of a refresher. The course will cover basic installation of hardware, connections and settings, and basic functions of the Smart Board. The course will address common trouble shooting issues as well. Teachers will be working in a group format, utilizing 2 Smart Boards. | Beginner | M | 8:30-11:00am (Lunch 11:00-12:00)  12:00-3:00pm | Classroom #1 |
| Smart Board Potential | This course is offered to individuals who have experience with the Smart Board or those who are just getting started. This course investigates the use of Smart Notebook. Teachers will make short lesson plans using tools provided in Smart Notebook. They will be able to attach these plans to their email so they m ay have to use it in the classroom. | Those who completed Smart Board Basics and those advanced in Smart Board applications | T | 8:30-11:00am (Lunch 11:00-12:00)  12:00-3:00pm | Classroom #1 |
| Maximize Your Office | Using Microsoft Office, this course will be a refresher for the use of Microsoft programs, including Word, Excel, Access, PowerPoint, and Publisher. It will review the basics of document creation in each program, and offer highlights for lesser known functions within each program. | All Levels | Tr or F | 8:30-11:00am | Computer Lab A |
| Search and Research | This interactive course offers teacher to begin collaborating with a variety of colleagues to establish an online database (to be stored via QACPS Board of Education Home Page) of online resources. These resources will include those for research, demonstration, fact finding, and educational games. Teachers should be prepared to share their top 5 useful sites they currently are using in class. New methods for searching for educational material will be demonstrated, and the group as a whole will compile their resources to be shared as a group. | All Levels | W, Tr, F | 12:00-3:00pm | Computer Lab A |
| Keyboard Skills | This workshop is intended to instruct teachers how to teach students how to type effectively and efficiently using the computer keyboard. The MSA will be going online in 2 years, this course is a way teachers can improve student skills so they may succeed on the big test. | All Levels | W, Tr, F | 8:30-11:00pm | Computer Lab B |

**Classroom Website Creation**

**Week Itinerary**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 8:30-12:00 | 12:00-1:00 | 1:00-3:30 |
| Monday | Discuss purposes of classroom websites. | Lunch | Identify characteristics and components of a successful classroom website. |
| Tuesday | Create outline for classroom website | Lunch | Begin website design: Yola |
| Wednesday | Continue Website Design (Yola) | Lunch | Create supplementary pages for website |
| Thursday | Create Website using Wix | Lunch | Experiment with Wix |
| Friday | Adding digital images to website | Lunch | Working with Widgets |

**Technology Workshop Technology Workshop Lesson Plan**

**Cassandra Hosler Classroom Website Creation Day 2**

**Prerequisite Knowledge:** Teachers must have experience understanding the differences between classroom websites. Teachers should have basic computer skills and be able to navigate the internet.

**Content:** This workshop will begin the planning and designing stage of classroom website creation. During the first session, teachers will discuss quality classroom websites and what they think would be necessary to make the site functional and effective. A webpage with suggestions will be analyzed for inspiration. Teachers will create a sample or rough draft webpage. Teachers will do an internet search for effective websites. The second session will be devoted to exploring the freeware website Yola. Teachers will set up accounts and begin creating their webpages.

**Objectives:**

Identify characteristics of a quality classroom website, determining key factors into individualized classroom websites.

Create an outline for classroom website.

Teachers will create a classroom website using the freeware program Yola.

Teachers will make an account with Yola and begin initial design phase.

**Evaluation:** Evaluations will be done at the conclusion of the day and the week as well. The evaluations are done casually, through word of mouth and by paper evaluation slips as well.

**Details**

Tuesday 8:30 – 12:00 (Session 1) Outline for Classroom Website

Materials: Brainstorming worksheet, computers, pencils

Activities:

1. Review and discuss [Kinder Art Top 10 Reasons to Have a Webpage](http://www.kinderart.com/teachers/webpage.shtml) site. Discuss the benefits for a website at any and all educational level.
2. As a group, identify characteristics that make a quality classroom website.
3. Analyze four classroom webpages and rank them in order of quality and appropriateness. Use the internet to locate 2 good websites and two bad websites. Describe whey they were labeled in these ways (describe characteristics in each site).
4. Individually, brainstorm ideas for creating your own classroom webpage. Use the worksheet provided.

**Building a Classroom Website Brainstorming Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Consider your audience. Who do you want to view this website? Teachers, students, parents, community members?
2. What information do you want to include in your website? For example, schedules, contact information, current assignments, photographs, etc.
3. Will you provide links to other webpages through your site? What are they are have they been evaluated for appropriateness?
4. How often will you commit to updating your site? This will impact what type of information you include on your webpage.

12:00 - 1:00 Lunch

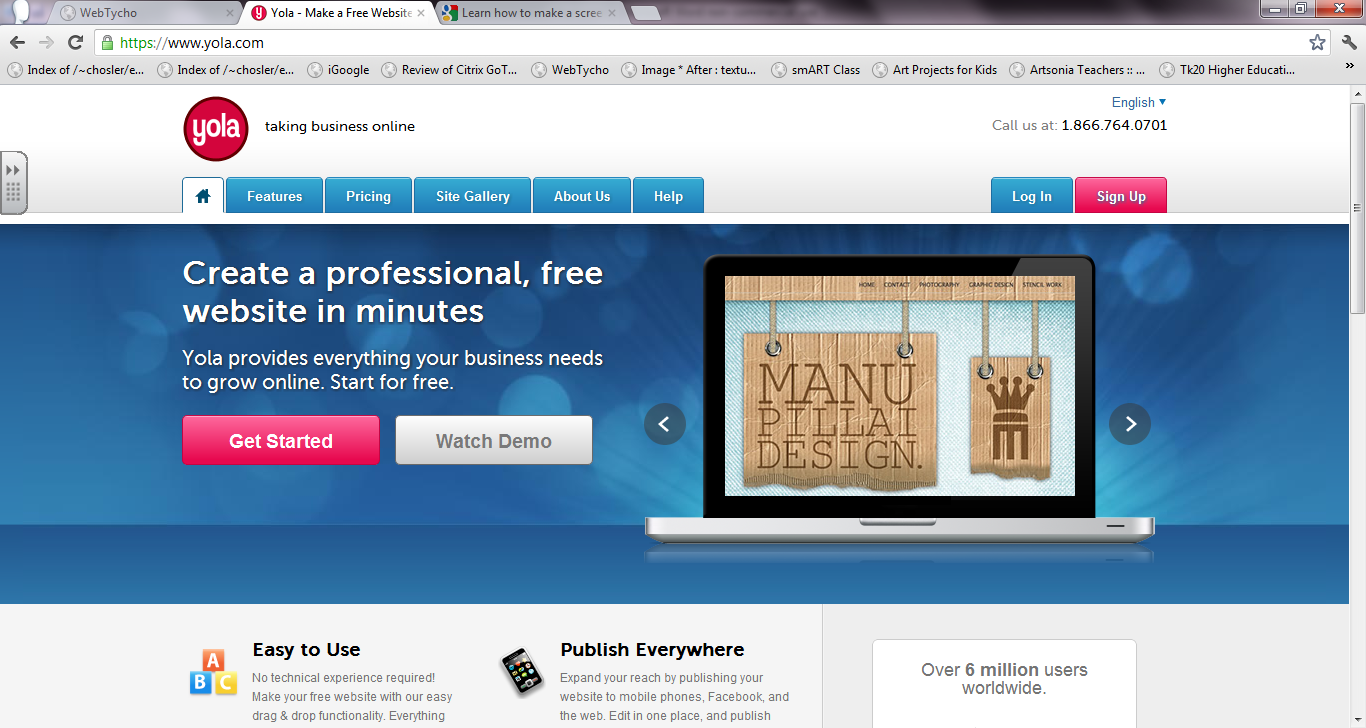
1:00 – 3:30 (Session 2) Beginning Website Design using Yola

Materials: Computer, design notes

Activities:

1. Teachers will be given time to revise or add to their website design worksheet.
2. Teachers will log onto and create an account with Yola.
3. Teachers will experiment with the program while creating their classroom homepage. Describe some of Yola’s main features.
4. Teachers will practice adding advanced features to their webpage.
5. Save material in Yola and prepare for next day. Conclude with question and answer session.

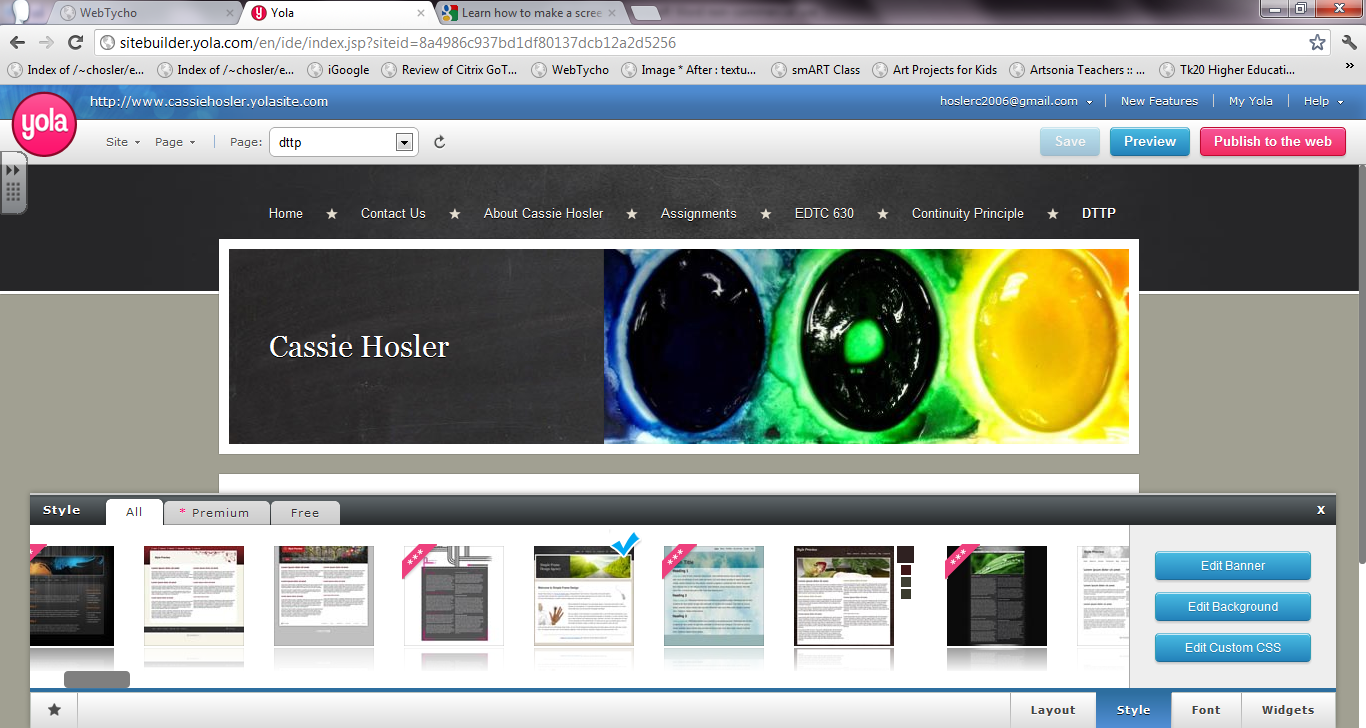
Describe Yola:



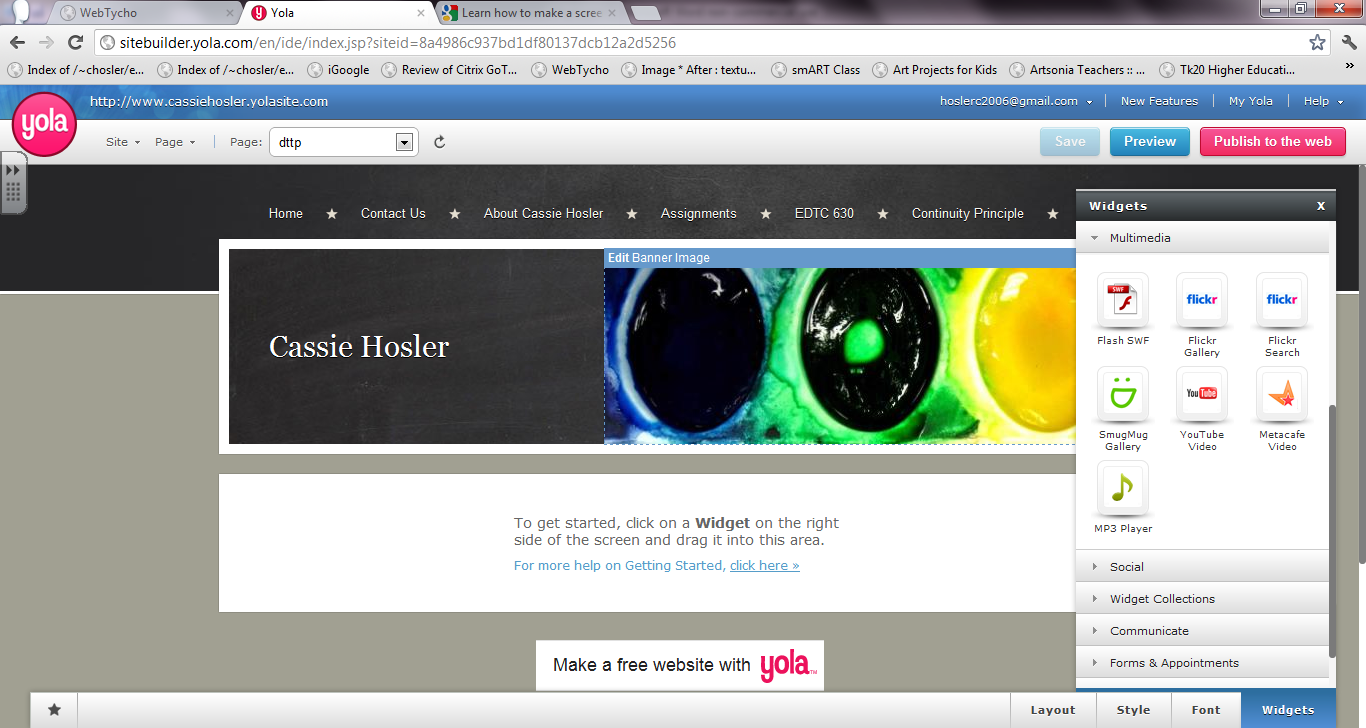
<https://www.yola.com/>

Yola is a free website builder online. It is targeted towards businesses initially, but may be used by anyone. The site allows the creator to establish multiple sites with multiple pages as well. The site is an advertised as not needing any background experience in order to create a quality webpage using their program (Yola, 2012).

Highlight Yola’s Main Features:



Yola offers a variety of templates to begin webpage creation. It also allows for the author to import and manipulate personal images for the website.



<http://sitebuilder.yola.com/en/ide/index.jsp?siteid=8a4986c937bd1df80137dcb12a2d5256>

The site permits the use of several types of widgets for integration into the webpage.

Allow teachers time to build, practice, and explore using Yola. The activities will be continued and advance on Wednesday, when teachers integrate widgets, images, and additional special features.

**Estimated Budget**

All computers, hardware, and software are already owned and maintained by Queen Anne’s County Board of Education. Therefore, no additional funds are needed for equipment. Worksheets will be provided to reinforce concepts to all groups. Allot $125 for paper expenditures. The training will have light refreshments in the morning, including coffee, tea, water, fruits, and muffins. Approximately $100 will be designated for this purpose.

**Evaluation**

**Queen Anne’s County District Training Week Evaluation**

1. What was the most important concept you learned this week during the technology training program?
2. What area needs to be added to the agenda for the next training?
3. Do you plan to use the concepts introduced to you in your own classroom?
4. Add any additional questions you may have regarding your questions and we will provide follow-up.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Queen Anne’s County District Training**

**Website Creation Evaluation**

1. What was the most important concept you learned this week during the technology training program?
2. Do you plan to create a classroom Website?
3. Will you use Yola to create your website?

4. What additional instructional technology workshop would you like to see the County provide?

1. Do you plan to use the concepts introduced to you in your own classroom?
2. Add any additional questions you may have regarding your questions and we will provide follow-up.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Resources**

Kinder Art. (2012). *Stuff for teachers.* Retrieved from <http://www.kinderart.com/teachers/webpage.shtml>

Maryland State Department of Education. (2011). *2010 - 2011 Fact book.* Retrieved from <http://www.marylandpublicschools.org/NR/rdonlyres/0C24833A-9CBE-4C09-9010-B7BD88F4B1E0/31190/Fact_Book_2010_2011_.pdf>

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Yola. (2012). *Cassie hosler.* Retrieved from <http://sitebuilder.yola.com/en/ide/index.jsp?siteid=8a4986c937bd1df80137dcb12a2d5256>

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